

SITE MEETING – 3:30 pm at 658 Westridge Drive

CALL TO ORDER AND ATTENDANCE

ASCC: Commissioners Wilson, Sill, Chair Ross
Staff: Jake Garcia – Consultant Planner, Laura Russell – Planning & Building Director
Owner: Naiema Blanchard
Architect: Marci Riskin, and Stephanie Klein
Public: One Neighbor from Escobar Road

DISCUSSION

1. Consultant Planner Garcia introduced project and project team discussed scope of work; group toured the perimeter of the residence to see the areas of addition.
2. ASCC discussed with owner plans for the deck existing legal non-conforming front yard fence; owner wants to replace/maintain/paint
3. Neighbor on Escobar asked about the construction timeline and construction parking. The homeowner indicated they will be mindful about parking as to avoid potential traffic impacts to the neighbors on Escobar Road.
4. Group noted that the project would not be visible from neighboring sites noting the mature vegetation and its location on the downhill slope.
5. ASCC asked if the homeowner had plans for landscaping and replacing the deck. The neighbor confirmed that they were thinking about it but were considering to do so at a later time.
6. ASCC noted the invasive plants on site that should be removed in first stage of construction or earlier. The homeowner confirmed they would work on removing invasive plants.

After walking behind the residence and back to the front corner near the area of addition, the field trip ended.

REGULAR MEETING – HYBRID VIA ZOOM AND IN PERSON

CALL TO ORDER AND ROLL CALL

Chair Ross called the special meeting to order at 6:00 p.m.

Planning & Building Director Laura Russell called roll:

Present: ASCC Commissioners Jane Wilson and Commissioner Al Sill and Chair Dave Ross

Absent: Commissioners Kenny Cheung and Vice Chair Koch

Planning Commission Liaison: Nicholas Targ

Town Staff: Planning & Building Director Laura Russell; Consultant Planner Jake Garcia

ORAL COMMUNICATIONS

NEW BUSINESS

(1) Accept the Memo to Commissions and Committees on Text and Email Policy

Town Attorney Silver described the Town's new policy limiting communications between members of any Town Brown Act body during a meeting, including texting and emails.

Public comments were received from:

- Caroline Vertongen

MOTION

Commissioner Sill moved to accept the new policy as written. Seconded by Commissioner Wilson, the motion carried (3-0) by roll call vote.

(2) Preliminary Architectural Review of an application for a an addition/remodel to an existing residence, File #PLN ARCH0009-2022, 658 Westridge Drive, Riskin (J.Garcia)

Jake Garcia, Consulting Planner, presented the project as detailed in the staff report. Marci Riskin, Architect, spoke on behalf of the owners.

There were no public comments.

MOTION

Commissioner Wilson moved to approve the request for the addition/remodel of 658 Westridge, Riskin residence. Seconded by Commissioner Sill.

AMENDMENT

Chair Ross suggested an amendment to the motion to add a condition that if the applicant pursues replacement of the rear deck and rear landscaping prior to the final building permit, then those changes could be reviewed by one member of the ASCC.

Commissioner Wilson agreed to the amendment, as did Commissioner Sill. The motion carried (3-0) by roll call voice.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(3) Commission Reports

On July 18th Commissioner Sill finalized the placement of the fourth screening oak at 40 Firethorn. On August 22nd, he reviewed a set of changes to 300 Alamos.

Director Russell reported that Vice Chair Koch worked with Planning on approval of a staff discretionary level ADU on September 7, at 325 Willowbrook.

In July, Chair Ross provided advice to a neighbor regarding an appeal on a previously approved project.

There were no public comments.

(4) Staff Report

Public Building Director Russell presented the staff report.

The project at 1195 Westridge, approved by the ASCC, was appealed to the Planning Commission, who upheld the ASCC decision. It has been further appealed to the Town Council.

Director Russell shared updates on the Housing Element.

A Colleagues Memo on an ADU Ambassador Program will be presented by Vice Mayor Wernikoff at the next Council meeting.

Staff has been very busy working on applications and inquiries. Some will be coming before the ASCC.

A draft of the Safety Element will be released to the public soon.

Senior Planner Adrienne Smith will return part time from maternity leave the end of October, and full time in November.

Recruitment for a Technician in the Planning and Building Department is underway, and an offer is currently outstanding.

Chair Ross and Director Russell commented on ADU issues and handling questions from applicants and the public.

Director Russell provided a high-level update on the Home Hardening and Building Codes.

Director Russell provided comments on the Stanford Wedge process.

There were no public comments.

APPROVAL OF MINUTES

(5) ASCC meeting of May 23, 2022

Public comment was received from:

- Nicholas Targ

Motion by Commissioner Sill to approve the minutes of the May 23, 2022, ASCC meeting as written. Seconded by Chair Ross, the motion carried unanimously by roll call vote.

ADJOURNMENT [7:08 p.m.]